



## CITY OF SAN BRUNO

COMMUNITY SERVICES DEPARTMENT

### SENIORS CITIZENS ADVISORY BOARD

Minutes

Tuesday, January 19, 2016

San Bruno Senior Center, 1555 Crystal Springs Road

1. **CALL TO ORDER:** Chair Goff called the meeting to order at 9:03 a.m.
2. **ROLL CALL:** Board Members Present: Chair Bill Goff, Vice-Chair Flori Green, Dorothy Carmichael, Ellen Donnelly, Elisa Gerald, Karen Hornung, Ken Kreisel, and Barbara Luzaich. Staff Present: Danielle Brewer, Ludmer Aker, Leah Madonich.
3. **ANNOUNCEMENTS:** None.
4. **PRESENTATIONS:** None.
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** M/S Luzaich/Gerald approved the minutes of the **December 15, 2015 meeting.** Board Member Kreisel noted his reason for not voting for the Ice Machine purchase was not in the minutes. He stated his reason he voted against the purchase is because the Board should not need to follow the City purchase policy if the funds are coming from the Trust Fund. Approved unanimously.
7. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues rose by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.)
8. **CONDUCT OF BUSINESS:**
  - a. **Treasurer's Report** – December 2015 filed for audit.
  - b. **Review Monthly Information and Referral, Class Attendance, and Nutrition Site Reports** – Monthly Information and Referral Report and Nutrition Site Report were distributed and all reports were reviewed, received, and filed.
  - c. **Review Meeting Minutes of the Program Committee and Volunteer Committee** – Coordinator Madonich reported on all Program Committee and Volunteer Committee meetings. The next scheduled party was the Anniversary Party on Wednesday, January 20. The Volunteer Recognition Party is a Super Bowl theme scheduled for February 6, 2016.

- d. Relocation of Senior Citizens Advisory Board Meetings in February and March–**  
Superintendent Brewer reminded the Board that due to the AARP providing tax assistance in February and March, the Board meetings will be held at the Recreation Center.
  - e. San Mateo County Nutrition Program Requirement for Special Events Including Lunch –** Superintendent Brewer stated the Board had decided to change all the prices for special events to \$6 or more to meet the requirements of the San Mateo County Nutrition Program that require the Senior Center to charge those under 60 years old a minimum of \$5.50. This new price would be in effect as of Wednesday, January 20, 2016 for the Anniversary Party. Those who are over the age of 60 still had the option of paying a voluntary donation.
  - f. Information and Referral Log Categories –** Coordinator Madonich stated that the categories listed currently for the Information and Referral Log do not accurately reflect the incoming calls. In order to accurately track the information, staff provided a new list of categories for the Board to review. The Board approved the new categories provided by staff.
  - g. Nominations and Election for Senior Citizens Advisory Board Update –**  
Superintendent Brewer stated that there were three open positions and only three applications were submitted therefore, no election or vote is required per the bylaws. The applicants are Ellen Donnelly, Flori Green, and William Hayes. Superintendent Brewer thanked Elise Geraldini for her service to the Board as this was her last meeting as a Board Member.
- 9. CORRESPONDENCE:** Superintendent Brewer noted a senior suggested the Senior Center host an antique show. Chair Goff noted there were already two flea markets held through the Community Services Department that provide this type of event. Superintendent Brewer stated she would pass the decision along to the senior.
- 10. COMMENTS FROM BOARD MEMBERS:** Board Member Kreisel asked staff to have the City Engineer check underneath the main hall floor when examining the deck. Board Member Kreisel also requested an update on when the sliding wall repair would be completed. Superintendent Brewer responded that she would get an update from the facilities staff. Board Member Kreisel also requested the Board look at limiting the number of tickets an individual may purchase because saving seats has become an issue during special events. Superintendent Brewer said she would discuss it with staff and would bring it to February's agenda. Board Member Kreisel noted that the janitorial staff was not completing the work at the Senior Center. He also asked about adopting a resolution waiving the competitive bidding process for the work on the deck and bocce ball court. Superintendent Brewer replied that there were unique conditions which allowed the waiver of the competitive bidding process for the Commodore Park play equipment which do not apply to the deck and bocce ball courts and therefore must be bid. Superintendent Brewer reassured the Board that staff would work with the City Engineer to ensure the interest of the Board are addressed in the projects.
- 11. AGENDA BUILDING:**

**a. Policy on Saving Seats at Parties**

**12. ADJOURNMENT:** Board Member Ellen Donnelly adjourned the meeting at 9:40 a.m.

**\*\* POSTED PURSUANT TO LAW \*\***

Respectfully Submitted,  
Ludmer Aker  
Executive Assistant – Community Services Department